

**INSTRUCTIONS**  
for preparation of the

**ANNUAL OPERATIONS PLAN**

Fiscal Year 2004



**Small Agencies**

DEPARTMENT OF FINANCE & ADMINISTRATION

OFFICE OF BUDGET

# I N D E X

## ANNUAL OPERATIONS PLAN FOR FISCAL YEAR 2004

General Instructions .....	1
Salary Budgets .....	6
Request for Additional Salaries & Personal Services Appropriation.....	8
Example .....	9
Detail Plan Instructions .....	10
FY04 Budget Checklist .....	11
Annual Quarterly Worksheet Instructions .....	13
Example .....	14
Annual Funds Center Worksheet Instructions .....	15
Example .....	16
Certification of Income .....	17
Example .....	18
Budget Classification Transfer Request .....	19
Example .....	21
Fiscal Monitoring Instructions .....	22
Example .....	23
State Agency Publication Listing .....	24
Example .....	25
Fund Balance Expenditure Plan .....	26
Example .....	27
Report Examples	
Annual Salary Projection .....	28
Career Service Projection .....	29
Annual Commitment Item Summary .....	30
Annual Funds Center Totals by Cost Center .....	31

**ALL FORMS ARE AVAILABLE ON THE DFA - OFFICE OF BUDGET WEB SITE**

**[www.accessarkansas.org/dfa/budget](http://www.accessarkansas.org/dfa/budget)**

# **GENERAL INSTRUCTIONS FOR PREPARATION OF THE ANNUAL OPERATIONS PLAN FOR FISCAL YEAR 2004**

In order to implement provisions of the General Accounting and Budgetary Procedures Act (Arkansas Code Annotated §19-4-101 et. seq.) the following procedures must be followed:

All agencies must submit an Annual Operations Plan (A.C.A. §19-4-607) by **May 23, 2003**, supported by the required forms (Director approval letter, Annual Funds Center Totals by Cost Center, Annual Funds Center Worksheet, Annual Quarterly Worksheet, Income Certification(s), and Salary Projection Report) to the Department of Finance and Administration, Office of Budget. The approved program will be entered into the Arkansas Administrative Statewide Information System (AASIS).

These instructions and forms are available on the DFA - Office of Budget web site at:

[www.accessarkansas.org/dfa/budget](http://www.accessarkansas.org/dfa/budget)

The following laws require special attention when preparing the Fiscal Year 2004 Annual Operations Plan:

SB710 which has not been enacted, amending the Arkansas Revenue Stabilization Law, changes the name of the State General Services Fund to the Miscellaneous Agencies Fund. The bill further outlines a formula for the Chief Fiscal Officer of the State to use for determining funding allocations for agencies operating from the fund. The Budget Analyst will provide the funding level available during the Annual Operations Plan process.

- A.C.A. §19-5-206 requires a 1.5% charge against certain agencies from cash funds as defined under A. C. A. §19-4-801.
- A.C.A. §25-16-903 through A.C.A. §25-16-905 provides authorization and restrictions regarding stipends and expense reimbursements for members of Boards and Commissions.
- A.C.A. §21-12-502 requires notification by agencies to the Legislative Council and to the DFA - Office of Personnel Management of plans to implement layoffs of state employees due to privatization of programs.
- A.C.A. §21-4-501 allows for the payment of accrued sick leave for retiring employees. While it is difficult to budget for this unknown event, agencies are cautioned about the fiscal impact of this legislation.
- A.C.A. §19-4-2201 requires Legislative Council or Joint Budget Committee review of certain discretionary grants awarded by state agencies.

## DEFINITIONS

- **ANNUAL OPERATIONS PLAN:** A program prepared by an agency containing the proposed expenditures and anticipated resources for the ensuing fiscal year as required by A.C.A. §19-4-607.
- **FUNDS CENTER:** An appropriation granted by the General Assembly to make expenditures and incur obligations, **IF FUNDS ARE AVAILABLE**, for specific purposes.
- **BLOCK:** The portion of an appropriation, which cannot be budgeted by an agency due to insufficient revenue or other budgetary restraints. Also referred to as deferment.
- **CARRY FORWARD APPROPRIATION:** As permitted by law, specific appropriated amounts authorized to carry forward from one fiscal year to another to make expenditures and incur obligations, **IF FUNDS ARE AVAILABLE**, for specific purposes.
- **ALLOTMENT:** The budgeted or funded portion of a Funds Center (appropriation) that can be expended during the Fiscal Year.

## INFORMATION TECHNOLOGY INITIATIVE

A.C.A. §25-33-101 et. seq. outlines the duties of the Executive Chief Information Officer for the State of Arkansas as well as a CIO Council to address the information technology needs of the State.

Budgets for Fiscal Year 2004 should be developed compliant with the agency's technology plan. Any assistance with these requirements may be addressed through the Office of Information Technology or the DFA-Office of Budget.

## ANNUAL OPERATIONS PLAN

All agencies will utilize the Strategic Enterprise Management - Business Planning and Simulation (SEM-BPS) system to prepare their Annual Operations Plan. SEM-BPS is an automated system designed to enable agencies to develop a budget according to the General Accounting and Budgetary Procedures Law. Agency personnel have been trained on the system and on the reports necessary to fulfill the requirements of the Annual Operations Plan. Agencies that do not have terminal access to SEM-BPS will coordinate entry of their plan data with the Office of Budget Analyst assigned to assist the agency.

**The Office of Budget requires a letter signed by the Agency Director indicating knowledge and approval of the final Annual Operations Plan.**

The Salary Projection process is a component of the SEM-BPS system and is designed to allow agencies online flexibility for changing information relating to positions. Personal Services Matching is automatically calculated for corresponding salary data and posted to the correct cost element, cost center, funds center and fund.

**NOTE:** A.C.A §21-5-406 requires a monthly contribution to the State Employees Insurance program based on the number of positions budgeted within a funds center. The Personal Services Matching commitment item has been automated to calculate insurance amounts. Agencies are cautioned against changing this automated calculation as it could result in insufficient funding to pay insurance vouchers while remaining responsible for this obligation. The agency contribution for Fiscal Year 2004 will be \$280.00 per month for each budgeted position.

Reporting is done through the use of the Business Information Warehouse - Business Explorer Analyzer. Agencies can view reports online or may generate paper copies of reports as required. Final copies of the required budget reports routed to the Office of Budget, with other required documents, signifies completion of the Annual Operations Plan. The Office of Budget will review and approve final forms online and forward the documents to the Office of Accounting for final processing. All agencies have received training on producing reports using Business Explorer Analyzer. Analysts in the Office of Budget are available to advise and assist as necessary.

Agencies that do not have terminal access to the SEM-BPS system will coordinate budget development with the Budget Analyst that is assigned to the agency.

The final Annual Operations Plan will be copied (retracted) to the Arkansas Administrative Statewide Information System (AASIS) in a detail plan for Fiscal Year 2004 and integrated into the AASIS data for implementation of the FY04 budget.

## **PREPARATION OF QUARTERLY ALLOTMENTS**

The Office of Budget will advise each Agency of its General Revenue funding level. The Agency determines the amount of any Special or Other Revenues to be received for the 2003-2004 Fiscal Year and prepares quarterly budget allotments that correspond to availability of funding. Quarterly Allotments must be based on the financial requirements for the Agency's spending for the fiscal year and may not exceed available funding. **Budgeted amounts may not exceed anticipated revenues as indicated on the Certification of Income Form. Completion of Certification of Income Forms is required for all budgeted appropriations, including General Revenue funded appropriations.** Further, Certifications of Income must include funding for "estimated" Carry Forward balances of appropriation as may be authorized by law.

**ALL BUDGETS FOR CASH AND FEDERAL FUNDS MUST BE BUDGETED IN THE FIRST QUARTER.**

## **ADMINISTRATION OF ANNUAL OPERATIONS PLANS**

Any time during the fiscal year that changes to the Annual Operations Plan result in an increase or decrease in the appropriation and/or funding allocated for expenditure, corresponding adjustments to the Annual Operations Plan must be made in the detail plan in AASIS. Revised Certifications of Income must be submitted as changes occur to accurately reflect income and operating budget totals.

## **ADMINISTRATION OF PAY PLAN**

The Regular Salaries and Personal Services Matching budget should be based on the Salary Projection Report. Report totals should correspond to monthly amounts on the SEM-BPS system. Numbers of positions budgeted cannot exceed the number of authorized positions for each agency.

Funding of the Career Ladder Incentive Program (CLIP) will be provided through salary savings within an agency or through resource reallocations within an agency.

If agencies require additional appropriation to implement these payments, or for other personnel related actions, the Request for Salary/Personal Services Matching form must be submitted.

## **REQUIRED DOCUMENTS**

**The following original forms with signatures must be submitted with the Annual Operations Plan:**

- Director approval letter. A letter signed by the Agency Director indicating knowledge and approval of the final Annual Operations Plan.
- Certification(s) of Income.
- Budget Classification Transfers. (If applicable.)
- Fiscal Monitoring Procedures.

**The following forms must also be submitted with the Annual Operations Plan. These forms do not require signatures.**

- Request for additional Salary/Personal Services Appropriation. (If applicable.)
- State Agency Publications.

**The following final reports must also be submitted with the Annual Operations Plan:**

- Annual Salary Projection
- Career Service Projection
- Annual Commitment Item Summary
- Annual Funds Center Totals by Cost Center
- Annual Quarterly Worksheet
- Annual Funds Center Worksheet

**PLEASE NOTE:** When preparing the Fiscal Year 2004 Annual Operations Plan, attention should be paid to the Governor's Executive Order 98-04 (and Act 34 of 1999) requiring state agencies to publicly disclose when they do business with statewide constitutional officers, legislators, state employees or their immediate family members. The Department of Finance & Administration, Office of Internal Audit (682-0370) may be contacted for further information on the implementation of this Executive Order.

## **SALARY BUDGETS**

The Annual Salary Projection Report is provided by the Office of Budget to assist agencies in budgeting salary dollars for Fiscal Year 2004. The final version of this report must be returned to the Office of Budget with the Annual Operations Plan.

The Annual Salary Projection Report is in accordance with the pay plan implementation policy of the Chief Fiscal Officer of the State (A.C.A. §21-5-202 et. seq.). The following conditions are reflected in the Report:

- This report is based on payroll information as of April 14, 2003 for positions authorized for Fiscal Year 2004. The report reflects the pay schedule contained in SB755 which has not been enacted.
- A graduated pay plan increase effective July 1, 2003 has been provided for classified positions based on SB755 which has not been enacted.
- Salaries for non-classified positions reflect the maximum amount in the agency's 2003 appropriation act.
- The salary for vacant classified positions is calculated at Pay Level 1 of the Fiscal Year 2004 pay schedule in SB755 which has not been enacted. Vacant unclassified positions reflect the maximum amount in the agency's 2003 appropriation act.
- The pay plan increase cannot result in a salary exceeding Pay Level 4 as provided in SB755 which has not been enacted. However, amounts above Level 4 will be paid as a lump sum at the end of the FY04 fiscal year in accordance with provisions of SB755 should it be enacted.
- The 4-digit Class Code with Position is the Class Code at which the employee is currently being paid. Authorized Class Code and Pay Grade is the Class/Grade cited in the Agency's 2003 Appropriation Act or in the Uniform Classification and Compensation Act (Act 923 of 2003).
- Maximum Hourly Rate is the employee's hourly rate of pay as of April 14, 2003. New Hourly Rate is the hourly rate of pay the employee will be eligible for on July 1, 2003.
- Salary amounts are distributed based on calendar days in the month.
- Positions that are designated as Career Ladder Incentive Program (CLIP) positions are reflected with YES in the CLIP field. No adjustments have been made to salary levels for CLIP positions.

Certain positions are eligible for Career Ladder Incentive Program Bonus Awards

up to 8.0% of salary in accordance with A.C.A §21-5-1101. CLIP Bonus payments are not reflected in the Annual Salary Projection Report.

Funding for positions affected through the CLIP Program is to be provided through salary savings and/or reallocation of resources.

- Extra Help positions are included in the Annual Salary Projection Report. Extra Help positions that are filled will include the salary data for the incumbent employee as of April 14, 2003.

## **CAREER SERVICE RECOGNITION PAYMENTS**

State Employees with more than ten (10) years service in State Government are eligible for a Career Service Recognition Payment as authorized by A.C.A. §21-5-106, up to a maximum of \$600.00 for more than twenty-five (25) years service.

The cost of Career Service Recognition Payments has not been included in the Annual Salary Projection Report. However, the Office of Budget has produced a separate Career Service Report. This report is in accordance with the career service implementation policy of the Chief Fiscal Officer of the State (A.C.A. §21-5-106). This report will be produced before salaries are distributed and will reflect the career service payment amount in the month it is due. When Regular Salaries are distributed, the Career Service amounts are also distributed. **The Career Service amount has been loaded in Commitment Item 5010000 (Regular Salaries) and Cost Element 5010001010. Corresponding matching amounts have been calculated for Career Service payments.**

## **REQUEST FOR ADDITIONAL SALARY AND PERSONAL SERVICES APPROPRIATION**

HB1715 which has not been enacted provides supplemental appropriation for state agencies for Career Service Recognition Payments. Agencies may request additional appropriation for Career Service Recognition Payments for Regular Salaries and Personal Services Matching line items as evidenced by their Annual Operations Plan.

HB1715 which has not been enacted also provides supplemental appropriation to address unforeseen appropriation needs of state agencies in administering the personnel actions of the 84th General Assembly. Additional appropriation may be necessary for implementation of the pay increase effective on July 1, 2003, implementation of the Career Ladder Incentive Program (CLIP) or other various personnel actions. Agencies may request additional appropriation for Regular Salaries and Personal Services Matching line items for these and other applicable items.

**NOTE: The additional appropriation authorized by the above provisions will not be transferred to “current” allotment until the 4th Quarter and then only after appropriation resulting from salary and match savings has been evaluated to determine actual needs.**

**REQUEST FOR SALARY and/or  
PERSONAL SERVICES MATCHING APPROPRIATION  
Fiscal Year 2004**

AGENCY		Arkansas State Library		
Fund	Funds Center	Commitment Item	Additional Appropriation	
EPA0100	054	5010000	\$2,400	
EPA0100	054	5010003	\$185	
FEL0100	055	5010000	\$6,000	
FEL0100	055	5010003	\$470	
FEL0200	055	5010000	\$13,500	
FEL0200	055	5010003	\$1,040	

Reason for requested increase:

To provide Regular Salaries and Personal Services Matching appropriation for anticipated Career Service Recognition Payments.

**FOR ILLUSTRATION ONLY**

Agency No. 0519

Revised 4/03

# **DETAIL PLAN INSTRUCTIONS**

## **GENERAL INFORMATION**

All agencies, (except the Highway and Transportation Department, Game and Fish Commission, Constitutional Offices with appropriations included in the General Appropriation Bill, and Institutions of Higher Education), **must** prepare and submit detail plans (budgets) as a part of their Annual Operations Plan. Minimum requirements are that detail plans must be prepared for all treasury and cash appropriations by commitment item (character code), except construction, at the cost center level. **(Amounts are reflected in whole dollars.)**

## **DETAIL PLANS MUST BE SUBMITTED TO THE OFFICE OF BUDGET BY MAY 23, 2003.**

The Office of Budget will assist agencies in preparation of detail plans as necessary. Except for the agencies mentioned above, all agencies will be using the SEM-BPS budget preparation system. Agencies that do not have terminal access to SEM-BPS will coordinate entry of their plan data with the Office of Budget Analyst assigned to the agency.

Prior to submitting final documents, agencies are encouraged to review the Fiscal Year 2004 Annual Operations Plan Checklist on pages 11 and 12 of this document. Inquiries should be directed to the Office of Budget, at 682-1941.

## **PREPARATION OF THE DETAIL PLAN**

Initially, the Detail Plan that has been loaded into the SEM-BPS budget system represents the agency biennial budget for FY04 for non-personnel items. Amounts have been extracted from the Biennial SEM-BPS budget system for cost centers, funds, funds centers, commitment items, and cost elements. Personnel and position data was extracted from AASIS as of April 14, 2003 and updated with information from the Biennial SEM- BPS budget system.

# **ANNUAL OPERATIONS PLAN CHECKLIST FISCAL YEAR 2004**

## **IMPORTANT DATES:**

April 14, 2003	Personnel information extracted from AASIS
April 21, 2003	Annual Operations Plan instructions issued to Agencies
May 23, 2003	Final Annual Operations Plan due to Office of Budget
July 1, 2003	Start of Fiscal Year 2004

## **AGENCY ANNUAL OPERATIONS PLAN COMPONENTS: (Required)**

- Salary Projection Report - Final
- Career Service Projection Report - Final
- Annual Quarterly Worksheet – Final
- Annual Funds Center Worksheet - Final
- Annual Funds Center Totals by Cost Center - Final
- Annual Commitment Item Summary - Final
- Agency Director Approval Letter (Requires signature.)
- Certification of Income Forms (Requires signatures) for all funds centers (appropriations), including those funded by general revenue, equal to or greater than budget (including certification for appropriations with Carry Forward Authority)
- Fiscal Monitoring Form (Requires signatures.)
- Budget Classification Transfer forms needed to bring appropriation up to budgeted levels (if applicable)
- Forms requesting additional Salary and/or Personal Services Matching appropriation needed to bring appropriation up to budgeted levels (if applicable)
- Agency Publication Listing

## **SALARY PROJECTION REPORT:**

- Total number of budgeted positions does not exceed the personnel CAP or limits established by Special Language.
- Total number of budgeted positions is reflected in insurance amounts.
- Budgeted amounts (Cost Element 5010001000) correspond to Salary Projection totals.
- Career Service Recognition Payments budgeted separately (Cost element 5010001010).
- Total salary budget within funding guidelines.
- **Written** explanation for positions budgeted for less than 12 months.

## **DETAIL BUDGETS:**

- Fiscal year totals do not exceed amounts authorized in agency acts unless accompanied by a Budget Classification Transfer, a Miscellaneous Federal Grant, or Request for Additional Salary/Personal Services Matching Appropriation
- Quarterly Allotments are reasonably distributed and do not exceed anticipated funding distribution and Income Certifications.
- The 1.5% Service Charge for Cash Funds as required by A.C.A. §19-5-206 is budgeted.

## **CASH FUND SERVICE CHARGE:**

Arkansas Code Annotated §19-5-206 requires a service charge of 1.5% on cash funds **NOT** deposited in the State Treasury as defined by A.C.A. §19-5-206. Agencies receiving annual income or revenue exceeding \$25,000 as reflected in the previous fiscal year's audit are required to comply with the provisions of the statute and remit to the State Treasury an amount equal to 1.5% of the previous quarter expenditures. The quarterly expenditures used in determining the 1.5% remittance should not include any expenditure made that quarter to pay the previous quarter 1.5% service charge. (Purchase of Certificates of Deposit and other investments should also be excluded from expenditures for purposes of calculating the service charge.) The service charge is remitted by check to the Arkansas State Treasurer. The payment of this service charge should be budgeted as an Operating Expense (Commitment Item 502:00:02) using the General Ledger Account Code (Cost Element) of 5080005000.

## **INSTRUCTIONS FOR COMPLETING THE ANNUAL QUARTERLY WORKSHEET (Formerly A/FGM 021)**

**All agencies** (excluding the Highway and Transportation Department, Game and Fish Commission, Constitutional Offices, Institutions of Higher Education, Retirement Systems, and Cash Funded Boards and Commissions) **MUST USE THE ALLOTMENT PROCESS.**

The Annual Quarterly Worksheet will be produced automatically by the SEM-BPS system, and all totals from the system will post by quarter to the Funds Center/Fund/Commitment Item in which a budget was entered. If required, adjustments will be made through the Agency Validation process.

(For Example: If the Agency requests a Budget Classification Transfer from Operating Expenses to Capital Outlay, the detail budget would reflect the budget as if the transfer were approved. These amounts post upward to the Annual Quarterly Worksheet. This transfer causes the budget to exceed the authorized appropriation for Capital Outlay. Through the Agency Validation process, the amount for Capital Outlay would be reduced to the authorized amount.)

The following page is an example of an Annual Quarterly Worksheet report produced from the SEM-BPS system.

# ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

## Annual Quarterly Worksheet

Business Area Title      DEPARTMENT OF EDUCATION  
 Business Area Code     0500  
 Funds Center Title      St Oper  
 Funds Center Code      620  
 Commitment Item Title   Regular Salaries  
 Commitment Item Code   5010000

Funds Center		Commitment Item		Total	Authorized	Blocked
620	St Oper	Regular Salaries	5010000	9,252,561	9,549,884	297,323

14

Fund		1st Qtr Allotment	2nd Qtr Allotment	3rd Qtr Allotment	4th Qtr Allotment	Total Allotment
EGA1001	DOE-St Oprs	2,300,542	2,300,542	2,325,738	2,325,739	9,252,561

## **INSTRUCTIONS FOR COMPLETING THE ANNUAL FUNDS CENTER WORKSHEET (Formerly AFGM 006)**

The Annual Funds Center Worksheet is a summary of authorized appropriation amounts, blocked amounts and budget by Commitment Item for each funds center authorized for an agency. If an agency allocates its appropriation, the quarterly totals will equal those amounts entered on the Annual Quarterly Worksheet through an automatic posting to the Annual Funds Center Worksheet. **EVEN THOUGH THIS PROCESS IS AUTOMATED, AGENCIES ARE ENCOURAGED TO CHECK ALL AMOUNTS FOR ACCURACY.**

**QUARTERLY ALLOTMENT** - This is the budget by Commitment Item needed to meet quarterly requirements. The purchase of capital items should be scheduled for the quarter following the greatest revenue collection. Agencies supported by General Revenues should budget capital expenditures during the fourth quarter. Also, agencies using commitments should allot funds in the quarter that the commitment is made instead of the quarter of actual expenditure

The sum of the quarterly allotments by Commitment Item, plus the blocked amount, will equal the total Commitment Item amount authorized. **All cash and federal appropriations will be budgeted in the first quarter.**

**BLOCK** – This amount will automatically calculate by Commitment Item the amount of appropriation not budgeted for FY04.

# ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM

## Funds Center Worksheet

Business Area Title      AR STATE LIBRARY  
 Business Area Code      0519  
 Funds Center Title      Library-State Oprs  
 Funds Center Code      054

Authorization	Commitment Item	Authorized	Blocked	1st Quarter Allotment	2nd Quarter Allotment	3rd Quarter Allotment	4th Quarter Allotment	Total
Act 200 OF 03	Regular Salaries      5010000	1,541,745	43,116	375,229	375,229	373,086	375,085	1,498,629
	Extra Help      5010001	10,000	2,000	2,000	2,000	2,000	2,000	8,000
	Personal Serv Match      5010003	409,897	22,945	97,267	97,267	96,209	96,209	386,952
	Operating Expenses      5020002	949,070	0	237,267	237,267	237,268	237,268	949,070
	Travel-Conferences      5050009	10,000	0	2,500	2,500	2,500	2,500	10,000
	Prof. Fees & Serv.      5060010	0	0	0	0	0	0	0
	Capital Outlay      5120011	0	0	0	0	0	0	0
	Char 46-Don't Asg GL      5900046	277,417	255,941	5,354	5,354	5,354	5,414	21,476
Grand Total	Total	3,198,129	324,002	719,617	719,617	716,417	718,476	2,874,127

## CERTIFICATION OF INCOME

The Office of Budget maintains a record of certified funding sources for agency appropriations. Agencies must submit a Certification of Income Form for appropriations funded from all sources **including General Revenue**. This certification is used as the basis for preparation of the Annual Operations Plan, with appropriation budgeted **only** if there is sufficient revenue anticipated to fund expenditures. The Certification of Income Form includes language that indicates the significance of the information provided by the Agency. **The Operating Budget Total box on the Form reflects the actual operating budget for each corresponding appropriation so that funding equals or exceeds budgeted amounts.** Any changes made to funding or available appropriation subsequent to the original Annual Operations Plan **requires** submission of a revised Certification of Income form to insure deficit spending does not occur. **Appropriations must remain blocked or deferred to the extent they exceed certified income and/or available revenue.**

### CARRY FORWARD AUTHORITY

Where law permits, estimated funding to be carried forward on June 30 to the new fiscal year and included in the Annual Operations Plan must be included in Certifications of Income. The actual Carry Forward amounts will be verified by the Office of Budget and processed during the first week of the new Fiscal Year. The Agency **must** submit amended Certifications of Income to reflect the actual amount of carry forward funding as soon as possible after the beginning of the fiscal year.

### FISCAL YEAR REVISIONS

Agencies may revise Certifications of Income at any time during the fiscal year to facilitate program commitments or to reflect increases/decreases in revenue projections. Revisions require that corresponding adjustments to the organizational budget be recorded in the Arkansas Administrative Statewide Information System (AASIS). **The Agency Director and Agency Fiscal Officer are responsible for the amounts budgeted and certified and therefore, are required to sign all Certification of Income Forms.**

# CERTIFICATION OF INCOME

2004 Fiscal Year

AGENCY NAME	Arkansas State Library	AGENCY #	0519
APPR. NAME	State Operations	APPR. CODE	054
FUND NAME	State Library Account	FUND CODE	EPA

We have reviewed and certify that our agency expects to receive the anticipated revenues reflected herein to fund this appropriation. The agency will monitor these funds during the course of the year and if at any time it appears that these funds will not be received or additional funds become available, we will file an amended form and make appropriate budgetary adjustments.

In the following section please detail by funding source the revenue components your agency expects to receive. If there are multiple sources for any category, please attach a worksheet that details each separate revenue source.

<b>Funding Category</b>	<b>Description</b>	<b>Amount</b>
Fund Balance		
Special Revenues		
Federal Revenues		
Revolving Funds		
Cash Funds		
Other		
General Revenue (*)	Revenue Stabilization	2,792,157
Merit Adjustment (**)		81,970
<b>TOTAL FUNDING</b>		<b>\$ 2,874,127</b>
<b>OPERATING BUDGET TOTAL</b>		<b>\$ 2,874,127</b>

§ 19-1-611. Civil penalty. If the public officer or employee is found by the court to have knowingly violated the fiscal responsibility and management laws, the court shall impose a civil penalty upon the public officer or employee of not less than one hundred dollars (\$100), nor more than one thousand dollars (\$1,000) for each violation, and may subject the public officer or employee to the payment of damages resulting as a direct consequence of any violation.

_____ AGENCY FISCAL OFFICER	_____ DATE
_____ AGENCY DIRECTOR	_____ DATE

(\*) General Revenue Funding in accordance with the Official Revenue Forecast of Net Available General Revenue for Distribution.

(\*\*) Merit Adjustment Funding will be available in 4th Quarter only if salary savings are insufficient to cover allocations.

**FOR ILLUSTRATION ONLY**

## BUDGET CLASSIFICATION TRANSFER REQUEST

The Maintenance and General Operation (M&O) line item is divided into five (5) classifications as discussed below. A.C.A. §19-4-522 allows transfers between certain classifications within Maintenance and General Operation. Agencies may request a modification in the various M&O characters as long as the total authorized appropriation is not exceeded. **However, no transfer shall be made from Capital Outlay or Data Processing unless specific authority for such transfer is provided by law.**

Agencies are required to submit transfer requests to the Legislative PEER Committee for review when EACH Maintenance and General Operation commitment item (character) is affected by the 5% or \$2,500 transfer limit within a fiscal year. The Office of Budget will assist agencies in determining if a Budget Classification Transfer must be reviewed by the PEER Committee. **A THOUGHTFUL AND CAREFUL REVIEW OF THE AGENCY'S NEEDS DURING DEVELOPMENT OF THE ANNUAL OPERATIONS PLAN SHOULD MINIMIZE THE NEED FOR SUBMITTING TRANSFER REQUESTS DURING THE 2004 FISCAL YEAR.** However, if a transfer is needed anytime after July 1, 2003, contact the Office of Budget at 682-1941 to determine the monthly deadline for submitting requests for PEER Committee consideration.

The following briefly identifies some restrictions for the various Classifications:

- **OPERATING EXPENSE:** (Commitment Item 502:00:02 - Character 02) Includes postage, telephone, printing, motor vehicle expenses, repairs, maintenance contracts, utilities, insurance, supplies, equipment not capitalized, travel, subsistence, meals, lodging, transportation of State employees, officials, and non-state employees traveling on official business. **All costs associated with meetings and travel for board members or commissioners of State Boards and Commissions should be budgeted from this classification.**
- **CONFERENCE FEES AND TRAVEL:** (Commitment Item 505:00:09 - Character 09) This classification is limited to the costs of an employee attending a conference, seminar or training program. All costs of State hosted or sponsored conferences, seminars and training programs are paid from the Conference Fees and Travel classification.
- **PROFESSIONAL FEES AND SERVICES:** (Commitment Item 506:00:10 - Character 10). All Professional Services, regardless of dollar amount, should be budgeted in and paid from the Professional Fees and Services classification. Honorarium costs are included in this classification.
- **CAPITAL OUTLAY:** (Commitment Item 512:00:11 - Character 11). This classification includes purchase of land, buildings, equipment, furniture, fixtures, and contractual agreements that are capitalized. **All capital leases should be budgeted under Capital Outlay. If current leases are determined to be capital leases, the property should be capitalized and placed in inventory and tagged immediately.**

- **DATA PROCESSING:** (*Services only*) - (Commitment Item 509:00:12 - Character 12). The Data Processing classification is used for the purchase of Data Processing services from the Department of Information Systems, or others. Programming, systems analysis work, data entry, and processing charges should be included in this sub-classification.

Agencies should refer to the State Accounting Procedures Manual or contact the DFA - Office of Accounting, 682-1675, for questions relating to classification of expenditures.

If an agency determines a **Budget Classification Transfer** is required for the completion of the Fiscal Year 2004 Annual Operations Plan, the computer generated Detail Budget should be completed as the agency intends to expend the funds. The Detail Budget should reflect the effect of the BCT. However, the Agency Validation layout should be reduced by a corresponding amount pending approval of the Chief Fiscal Officer of the State and review by the Legislative Council. The Budget Classification Transfer (AASIS 015) form must be sent to the Office of Budget with the Annual Operations Plan to balance the Detail Budget to amounts on the Agency Validation layout when final submission is complete.

The Actual Expenditures column on the BCT Form should be completed for each commitment item (character) for which there were expenditures in Fiscal Year 2003. For BCT requests submitted with the Annual Operations Plan prior to June 30, 2003, use year-to-date total expenditures through April 30, 2003. For BCT requests submitted after July 1, 2003, use June 30, 2003 final expenditures.

**PLEASE NOTE:** If the Budget Classification Transfer is requested to accommodate part of an agency's Information Technology (IT) Plan (this could include hardware, software, training, or contract services), the request will be routed by the Office of Budget to the Office of Information Technology for compliance review. The "Reason for Transfer" statement must include the location (section and page numbers) in the Information Technology Plan that references the requested transfer item.

Please contact your Budget Analyst at 682-1941 for additional information or assistance.

**ARKANSAS ADMINISTRATION STATEWIDE INFORMATION SYSTEM**  
**REQUEST FOR BUDGET CLASSIFICATION TRANSFERS**  
**AASIS 015**

Business A      0519      Business Area Title: Arkansas State Library  
Funds Cen      055      Funds Center Title: State Library - Federal Operations  
Fund Code      FEL      Fund Title: State Library - LSTA  
Functional      EDUC

ACTUAL EXPENDITURES FY <u>2003</u> through 4/30/03		FROM				TO		
		CI	FUND	PERIOD	AMOUNT	CI	FUND	PERIOD
502:00:02	<u>756,187</u>	<u>502:00:02</u>	<u>FEL0200</u>	<u>1</u>	<u>\$28,000</u>	<u>506:00:10</u>	<u>FEL0200</u>	<u>1</u>
505:00:09	<u>21,874</u>							
506:00:10	<u>33,971</u>							
512:00:11	<u>34,365</u>							
509:00:12	<u>-</u>							

REASON FOR TRANSFER: A change in the federal programs authorization has created the need to expand the purchase of bibliographic data base services which are provided on a contractual basis from various vendors

**FOR ILLUSTRATION ONLY**

\_\_\_\_\_  
AGENCY APPROVAL

\_\_\_\_\_  
BUDGET APPROVAL

\_\_\_\_\_  
DIS APPROVAL (if applicable\*\*)

B = Blocked

\*Transfers may not be made from Commitment item 512:00:11 and 509:00:12 to other Maintenance & Operation Characters (Act 365 of 1985), unless the Chief Fiscal Officer of the State increases the Capitalization Threshold in which case transfers may be made from 512:00:11 to other M&O characters for the 2001-2003 Biennium only. A.C.A. §19-4-522(c)(1).

\*\*Transfers requested for purchase of information technology related items must be in compliance with Technology Plans submitted to DIS.

## **FISCAL MONITORING PROCEDURES**

A major responsibility of State Agency administrators is to maintain a working knowledge of the fiscal and programmatic affairs of the agency. The Agency Director and Fiscal Officer are responsible for assuring sufficient funds are available to support a budget with continued monitoring of fund receipts and expenditures and making appropriate adjustments when it is apparent that funds are insufficient and expenditures may exceed funds. Further, it is the responsibility of the Director and Fiscal Officer to comply with provisions of the General Accounting and Budgetary Procedures Act cited in A.C.A. §19-4-102 (a)(2)(B) which prohibits deficit spending, A.C.A. §19-4-704 which prohibits an agency from incurring any obligations without appropriation, and A.C.A. §19-4-705 (a) which prohibits obligations unless there are funds available for payment of the obligations. The Fiscal Monitoring Form (attached) must be completed and submitted with the Annual Operations Plan.

# FISCAL MONITORING PROCEDURES

## 2004 FISCAL YEAR

**AGENCY NAME/NUMBER** Arkansas State Library/0519

In the following sections please describe the procedures that your agency will use to monitor  
are in place to safeguard against deficit spending:

### Revenue Monitoring Procedures:

Program managers have input and are made aware of all funding available to the  
agency and to their cost centers. This information is updated monthly for all revenue  
sources. Agency director meets periodically with administrative staff to discuss any  
changes in revenue.

### Expenditure / Obligations Monitoring Procedures:

For FY04, AASIS reports will be produced for agency program managers and  
administrative staff who will be able to monitor obligations as they are incurred and  
determine the effect on budgets.

No obligations are incurred without prior authorization by means of signed forms  
created for agency use. Agency purchase requests and travel authorization forms  
created in Omniform are available on the local area network for staff to create  
requests which are coded to the section budgets and signed by authorized program  
administrators before funds can be obligated by AASIS purchase requisitions and  
purchase orders.

\_\_\_\_\_  
Agency Fiscal Officer    Date

\_\_\_\_\_  
Agency Director    Date

**FOR ILLUSTRATION ONLY**

## **STATE AGENCY PUBLICATIONS LISTING**

A.C.A §25-1-204 requires a reduction in unsolicited publications published and distributed by State agencies. Each agency is required to submit with each annual budget request, a list of state publications, which are required by statutory law and provide the reason(s) for continuation and distribution of the required reports. This form must be completed and submitted to the Office of Budget as a part of the Annual Operations Plan.

# STATE AGENCY PUBLICATIONS

Fiscal Year 2004

A.C.A. §25-1-204

AGENCY: Department of Education - Arkansas State Library AGENCY #: 0519

NAME OF PUBLICATION	STATUTORY AUTHORIZATION ACT# OR A.C.A	REQUIRED FOR GOVERNOR AND/OR GENERAL ASSEMBLY ONLY	NUMBER OF COPIES PUBLISHED & DISTRIBUTED	REASON(S) FOR CONTINUED PUBLICATION AND DISTRIBUTION
Annual report	ACA 25-1-105	X	25	Each state board or commission shall file an annual mission statement with the Governor and the Legislative Council. Each state board or commission shall file an annual statement summarizing the board or commission's activity during the previous year.
		FOR ILLUSTRATION ONLY		

## **FUND BALANCE EXPENDITURE PLAN**

Several agency appropriation acts include special language requiring approval from the Chief Fiscal Officer of the State for proposed expenditures that would cause the fund balance in certain funds to decline below an amount specified in the appropriation act. Documentation requesting approval of expenditures exceeding that amount shall include the following:

- A plan that clearly indicates the specific fiscal impact of such expenditures on the fund balance.
- Information clearly indicating and explaining what programs would be cut or any other measures to be taken by the agency to restore the fund balance.
- The extent to which any of the planned expenditures are for one-time costs or one-time purchase of capital items.
- A statement certifying that the expenditure of fund balances will not jeopardize the financial health of the agency, nor result in a permanent depletion of the fund balance.

The Chief Fiscal Officer of the State will approve or disapprove all or any part of the request after having sought prior review by the Legislative Council.

Agencies should develop an Annual Operations Plan that minimizes the necessity to spend in excess of the limitations of the Act.

The following form has been developed to assist agencies in complying with this restriction.

# FUND BALANCE EXPENDITURE PLAN

## 2003 - 2005 Biennium

**AGENCY NAME :** Arkansas State Library

**FUND CODE/NAME:** NSL0100/State Library Traveler

**MONTH IN WHICH BALANCE WILL FALL BELOW SPECIFIED** March-04

Specified	Month End	
<b>Balance:</b> <u>\$ 42,676.00</u>	<b>Balance:</b> <u>\$ 40,251.00</u>	<b>Difference:</b> <u>\$ (2,425.00)</u>

The 84th General Assembly placed special language in some agency appropriation acts that requires prior approval by the Chief Fiscal Officer of the State and prior review by the Legislative Council before expenditures are made that would deplete the balance of certain funds below a specified amount found in the act.

### **Fund Balance Expenditure Plan:**

**What is the specific impact of the expenditures on the fund balance?**   
Expenditures of March 2004 will cause the fund balance to temporarily fall below the  
specified level.

**Will the fund balance be restored? If so, how?** The fund balance will be  
restored by a grant to the project which will be received in April 2004.

**Are the expenditures for one-time costs or the one-time purchase of capitalized items ?**  
**Explain:** These expenditures are for operating costs of the project but previous expenditures  
in the fiscal year were for the one-time purchase of capital items.

**Statement certifying that the expenditure of the fund balance will not jeopardize the financial health of the agency or result in the permanent depletion of the fund balance:**  
These expenditures which will cause the fund balance to fall below the specified amount will not  
jeopardize the financial health of the agency because the project periodically receives  
additional funds, and the project can be eliminated when all funds are used.

## FOR ILLUSTRATION ONLY

**Agency Fiscal Officer/Date**

**Agency Director/Date**

<b>Arkansas Legislative Council:</b> <input type="checkbox"/>	<input type="checkbox"/>	<u>                    </u>
<b>Reviewed</b>	<b>Not Reviewed</b>	<b>Date</b>

<b>Chief Fiscal Officer of the State:</b> <input type="checkbox"/>	<input type="checkbox"/>	<u>                    </u>
<b>Approved</b>	<b>Disapproved</b>	<b>Date</b>

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Annual Salary Projection

4/23/03

Business Area DEPARTMENT OF EDUCATION  
Business Area 0500

Funds center	Cost center	Position	Class	CLIP Flag	Class	Pay Grade	Employee	No. of Pos.	Max Hrly Rate	New Hrly Rate	2003-04	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
2BP	ASMS-Payroll Pay	350908	22112962	7611	No	7611	7611	SAMPLE	1	23.4716	24.0819	48,821	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	1	23.4716	24.0819	48,821	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	1	23.4716	24.0819	48,821	0	0	0	0	0	0	0	0	0	0	0	0
435	Fed Grnts Adm	349306	22082779	D124	No	D124	22	SAMPLE	1	26.5295	27.2193	56,616	0	0	0	0	0	0	0	0	0	0	0	0
			22082786	R010	No	R010	17	SAMPLE	1	10.7784	11.0586	23,002	0	0	0	0	0	0	0	0	0	0	0	0
			22082890	R264	No	R204	19	SAMPLE	1	16.0300	16.4468	34,209	0	0	0	0	0	0	0	0	0	0	0	0
			22082895	A111	No	A111	18	SAMPLE	1	18.2925	18.7681	39,038	0	0	0	0	0	0	0	0	0	0	0	0
			22082898	A111	No	A111	18	SAMPLE	1	19.8494	20.3855	42,360	0	0	0	0	0	0	0	0	0	0	0	0
			22082899	R264	No	A111	18	SAMPLE	1	17.3003	17.7501	36,920	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	6	108.7801	111.6084	232,145	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	6	108.7801	111.6084	232,145	0	0	0	0	0	0	0	0	0	0	0	0
620	St Oper	350100	22077350	9255	No	9255	9255	Not assigned	1	28.8461	29.5961	61,560	0	0	0	0	0	0	0	0	0	0	0	0
			22082736	E028	No	E028	21	SAMPLE	1	25.7778	26.4480	55,012	0	0	0	0	0	0	0	0	0	0	0	0
			22082755	R009	No	R009	15	SAMPLE	1	10.3910	10.6612	22,175	0	0	0	0	0	0	0	0	0	0	0	0
			22082766	R264	No	R168	19	SAMPLE	1	20.6225	21.1587	44,010	0	0	0	0	0	0	0	0	0	0	0	0
			22082782	R009	No	R009	15	Not assigned	1	9.2236	9.4634	19,684	0	0	0	0	0	0	0	0	0	0	0	0
			22082827	909Z	No	909Z	22	Not assigned	1	14.3447	14.7177	30,613	0	0	0	0	0	0	0	0	0	0	0	0
			22082855	R009	Yes	R010	17	SAMPLE	1	9.2236	9.4634	19,684	0	0	0	0	0	0	0	0	0	0	0	0
			22082879	R010	No	R010	17	SAMPLE	1	19.3621	19.8655	41,320	0	0	0	0	0	0	0	0	0	0	0	0
			22082885	R010	No	R010	17	SAMPLE	1	15.0631	15.4547	32,146	0	0	0	0	0	0	0	0	0	0	0	0
			22082900	R266	No	R266	20	SAMPLE	1	23.4220	24.0310	49,984	0	0	0	0	0	0	0	0	0	0	0	0
			22082901	D123	No	D123	21	SAMPLE	1	17.2644	17.7133	36,844	0	0	0	0	0	0	0	0	0	0	0	0
			22082918	R290	No	R290	21	Not assigned	1	13.4780	13.8284	28,763	0	0	0	0	0	0	0	0	0	0	0	0
			22082919	R135	Yes	R170	25	SAMPLE	1	20.1634	20.6876	43,030	0	0	0	0	0	0	0	0	0	0	0	0
			22082920	D123	No	D123	21	SAMPLE	1	17.7477	18.2091	37,875	0	0	0	0	0	0	0	0	0	0	0	0
			22082930	D036	No	D036	21	SAMPLE	1	15.6382	16.0448	33,373	0	0	0	0	0	0	0	0	0	0	0	0
			22082936	9039	No	9039	9039	SAMPLE	1	38.5846	39.5878	82,343	0	0	0	0	0	0	0	0	0	0	0	0
			22082944	D036	No	D036	21	Not assigned	1	13.4780	13.8284	28,763	0	0	0	0	0	0	0	0	0	0	0	0
			22083013	R290	No	R290	21	SAMPLE	1	24.5154	25.1528	52,318	0	0	0	0	0	0	0	0	0	0	0	0
			22083027	909Z	No	909Z	22	SAMPLE	1	27.0598	27.7634	57,748	0	0	0	0	0	0	0	0	0	0	0	0
			22083028	909Z	No	909Z	22	Not assigned	1	14.3447	14.7177	30,613	0	0	0	0	0	0	0	0	0	0	0	0
			22083034	909Z	No	909Z	22	SAMPLE	1	26.5295	27.2193	56,616	0	0	0	0	0	0	0	0	0	0	0	0
			22083051	A123	No	A123	23	SAMPLE	1	28.1143	28.8453	59,998	0	0	0	0	0	0	0	0	0	0	0	0
			22083053	031Z	No	031Z	26	Not assigned	1	18.4462	18.9258	39,366	0	0	0	0	0	0	0	0	0	0	0	0
			22083059	9952	No	9952	9952	SAMPLE	1	47.1956	48.4227	100,719	0	0	0	0	0	0	0	0	0	0	0	0
			22083060	9945	No	9945	9945	SAMPLE	1	54.9543	56.3831	117,277	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	25	589.3281	604.6506	1,257,673	0	0	0	0	0	0	0	0	0	0	0	0
		Total	Total	Total	Total	Total	Total	Total	25	589.3281	604.6506	1,257,673	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total		Total	Total	Total	Total	Total	Total	Total	32	721.5798	740.3409	1,538,640	0	0	0	0	0	0	0	0	0	0	0	0

28

PLEASE NOTE THAT SALARY HAS NOT BEEN DISTRIBUTED ON THIS SAMPLE REPORT

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Career Service Projection

4/23/03

Fiscal Year        2004  
Business Area Title    DEPARTMENT OF EDUCATION  
Business Area Code    0500

Code	Funds Center	Cost Center	Position	Employee	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
435	Fed Grnts Adm	349306    Fed Ind Costs-435	22082779    D124	9414    SAMPLE	0	0	0	0	0	0	0	300	0	0	0	0
			22082786    R010	7751    SAMPLE	0	0	0	0	0	0	0	0	400	0	0	0
			22082890    R264	9334    SAMPLE	0	0	0	0	0	500	0	0	0	0	0	0
			22082895    A111	9326    SAMPLE	0	0	0	600	0	0	0	0	0	0	0	0
			22082898    A111	8803    SAMPLE	0	600	0	0	0	0	0	0	0	0	0	0
			22082899    R264	8678    SAMPLE	0	600	0	0	0	0	0	0	0	0	0	0
620	St Oper	350100    Central Admin	22082766    R264	8907    SAMPLE	400	0	0	0	0	0	0	0	0	0	0	0
			22082879    R010	8490    SAMPLE	0	0	600	0	0	0	0	0	0	0	0	0
			22082885    R010	9072    SAMPLE	0	0	400	0	0	0	0	0	0	0	0	0
			22082900    R266	9318    SAMPLE	0	0	0	0	0	0	0	0	0	0	0	600
			22082919    R135	8787    SAMPLE	0	0	0	0	0	0	0	400	0	0	0	0
			22083027    909Z	7607    SAMPLE	0	0	0	0	0	0	0	0	0	300	0	0
			22083034    909Z	8394    SAMPLE	0	0	0	0	0	0	0	600	0	0	0	0
			22083051    A123	8362    SAMPLE	0	0	0	0	0	0	0	0	0	300	0	0

ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM  
Annual Commitment Item Summary

4/23/03

Fiscal Year           2004  
Business Area Title   AR STATE LIBRARY  
Business Area Code   0519  
Funds Center Title    Library-State Oprs  
Funds Center Code    054

Commitment Item		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
5010000	Regular Salaries	131,068	131,068	126,840	131,068	126,840	131,068	131,068	122,612	131,068	126,840	131,068	126,840	1,547,448
5010001	Extra Help	2,203	2,203	2,132	2,203	2,132	2,203	2,203	2,061	2,203	2,132	2,203	2,132	26,010
5010003	Personal Serv Match	33,582	33,582	32,499	33,582	32,499	33,582	33,582	31,416	33,582	32,499	33,582	32,499	396,486
5020002	Operating Expenses	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	135,813	1,629,756
5050009	Travel-Conferences	62	62	62	62	62	62	62	62	62	62	62	62	744
5120011	Capital Outlay	941	941	941	941	941	941	941	941	941	941	941	941	11,292
Grand Total		303,669	303,669	298,287	303,669	298,287	303,669	303,669	292,905	303,669	298,287	303,669	298,287	3,611,736

**ARKANSAS PERFORMANCE BUDGETING & ACCOUNTABILITY SYSTEM**  
**Annual Funds Center Totals by Cost Center**

4/23/03

Business Area Title AR STATE LIBRARY  
 Business Area Code 0519  
 Fiscal Year 2004  
 Funds Center Title Library-State Oprs  
 Funds Center Code 054

Cost Center	Commitment Item	Cost Element	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total		
357201	Office of Sta Libn	5010000	19,512	19,512	18,882	19,512	18,882	19,512	19,512	18,253	19,512	18,882	19,512	18,882	230,365		
		5010001010	178	178	172	178	172	178	178	166	178	172	178	172	2,100		
		Total	19,690	19,690	19,054	19,690	19,054	19,690	19,690	18,419	19,690	19,054	19,690	19,054	232,465		
	5010003	5010005000	03 FICA & Medic Exp	1,489	1,489	1,441	1,489	1,441	1,489	1,489	1,393	1,489	1,441	1,489	1,441	17,580	
		5010006000	03 Ben Ins Exp HAL	1,004	1,004	972	1,004	972	1,004	1,004	939	1,004	972	1,004	972	11,855	
		5010007000	03 Retirement Exp	1,951	1,951	1,888	1,951	1,888	1,951	1,951	1,825	1,951	1,888	1,951	1,888	23,034	
		Total	4,444	4,444	4,301	4,444	4,301	4,444	4,444	4,157	4,444	4,301	4,444	4,301	52,469		
	5020002	5020001000	Postage	33	33	33	33	33	33	33	33	33	33	33	33	396	
		5020002000	Telecomm Wired	230	230	230	230	230	230	230	230	230	230	230	230	2,760	
		5020005000	Freight	6	6	6	6	6	6	6	6	6	6	6	6	72	
		5030008000	Office Equip Maint	74	74	74	74	74	74	74	74	74	74	74	74	888	
		5040005000	Rent of Facilities	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	22,860	
		5050001000	02 Mileage	15	15	15	15	15	15	15	15	15	15	15	15	180	
		5070002000	Vehicle Insurance	109	109	109	109	109	109	109	109	109	109	109	109	1,308	
		5070003000	Bld Contents Ins	16	16	16	16	16	16	16	16	16	16	16	16	192	
		5080006000	Assoc Member Dues	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	1,798	21,576	
		5080022000	Other Expenses Svc	123	123	123	123	123	123	123	123	123	123	123	123	1,476	
		5090005000	Fuel Purchases	9	9	9	9	9	9	9	9	9	9	9	9	108	
		5090006000	Office Supplies	77	77	77	77	77	77	77	77	77	77	77	77	924	
		5090011000	Photo Supps Mats	46	46	46	46	46	46	46	46	46	46	46	46	552	
		5090016000	Shop Indust Supps	1	1	1	1	1	1	1	1	1	1	1	1	12	
		5090018000	Subscriptions Pubs	61	61	61	61	61	61	61	61	61	61	61	61	732	
		5090030000	Other Comm Mat Supp	40	40	40	40	40	40	40	40	40	40	40	40	480	
		Total	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	4,543	54,516	
	Total	Total	28,677	28,677	27,898	28,677	27,898	28,677	28,677	28,677	27,119	28,677	27,898	28,677	27,898	339,450	
	357241	ASL Board Services	5020002	881	881	881	881	881	881	881	881	881	881	881	881	10,572	
			5050013000	02 Other Travel Exp	9	9	9	9	9	9	9	9	9	9	9	108	
			5050019000	Board Memb Stipend	100	100	100	100	100	100	100	100	100	100	100	1,200	
			5050020000	Board Memb Trav Exp	83	83	83	83	83	83	83	83	83	83	83	996	
			5070003000	Bld Contents Ins	3	3	3	3	3	3	3	3	3	3	3	36	
			Total	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	12,912	
			Total	Total	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	1,076	12,912
	357261	Grants and Res	5010000	7,479	7,479	7,238	7,479	7,238	7,479	7,479	6,997	7,479	7,238	7,479	7,238	88,302	
			5010001010	Career Service	102	102	98	102	98	102	102	95	102	98	102	98	1,201
			Total	7,581	7,581	7,336	7,581	7,336	7,581	7,581	7,092	7,581	7,336	7,581	7,336	89,503	
5010005000			03 FICA & Medic Exp	577	577	559	577	559	577	577	540	577	559	577	559	6,815	
5010006000			03 Ben Ins Exp HAL	502	502	486	502	486	502	502	467	502	486	502	486	5,925	
5010007000			03 Retirement Exp	748	748	724	748	724	748	748	700	748	724	748	724	8,832	
Total			1,827	1,827	1,769	1,827	1,769	1,827	1,827	1,707	1,827	1,769	1,827	1,769	21,572		
5020002			2	2	2	2	2	2	2	2	2	2	2	2	2	24	
5020002000			Telecomm Wired	17	17	17	17	17	17	17	17	17	17	17	17	204	
5040005000			Rent of Facilities	995	995	995	995	995	995	995	995	995	995	995	995	11,940	
5070003000			Bld Contents Ins	13	13	13	13	13	13	13	13	13	13	13	13	156	
5080022000			Other Expenses Svc	51	51	51	51	51	51	51	51	51	51	51	51	612	
5090006000			Office Supplies	7	7	7	7	7	7	7	7	7	7	7	7	84	
	Total	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	1,085	13,020			
	5050012000	09 Parking Fees	5	5	5	5	5	5	5	5	5	5	5	5	60		
	Total	5	5	5	5	5	5	5	5	5	5	5	5	60			
	Total	10,498	10,498	10,195	10,498	10,195	10,498	10,498	9,889	10,498	10,195	10,498	10,195	10,498	124,155		
Grand Total	Total	Total	40,251	40,251	39,169	40,251	39,169	40,251	40,251	38,084	40,251	39,169	40,251	39,169	476,517		

31